



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Deputy Director Information Technology

FLSA: E

SERVICE: Unclassified

REVISED: 2/18/2010

Summary: Under direction, performs work of considerable difficulty in the management of the computer network and related systems throughout the County; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Manages the design, procurement, installation and ongoing operation of a broad range of network and computer systems and services throughout the County.
- Oversees and participates directly in the design, selection, purchase, installation, and maintenance of network and software.
- Evaluates system performance, defines operational procedures, and recommends improvements.
- Writes and reviews bids, Request for Proposal (RFP) and Request for Information (RFI) documents.
- Researches and evaluates new network and computer equipment and software, regulatory issues and/or standards.
- Ensures the effectiveness of the work request system to report, diagnose, and resolve service and equipment problems.
- Provides day-to-day oversight of all aspects of network services, asset management, and other related systems.
- Assists with the development and implementation of training programs for end users.
- Supervises and evaluates assigned staff.
- Oversees the backup, recovery, and maintenance of the County's networked servers, information and equipment.
- Evaluates County network and computer services invoices for accuracy and cost efficiency.
- Interfaces with outside entities to facilitate integration with community networks wherever possible.
- Ensures there is appropriate documentation to reflect the most current network configurations.
- Participates in cost analysis, budgeting, planning and development of objectives.
- Serves as acting Information Technology Director in the absence of the Director.
- Performs other duties as assigned.

Knowledge and Skills:

- Knowledge of network and computer design, configuration, operation, and evaluation.
- Knowledge of network and data transmission technologies, applications, and interface requirements.
- Knowledge of personal computer operations and applications.
- Knowledge of principles and practices of project planning and administration.
- Knowledge of network equipment, switches, and routers.
- Knowledge of network and computer equipment, software, and applications.
- Skill in planning, organizing, coordinating and managing complex projects.
- Skill in establishing and maintaining effective working relationships with employees, management, other agencies and the public.

Desirable Qualifications:

Bachelor's degree in Computer Information System or related field, with seven years of increasingly responsible experience in network management, with two years of systems management/administration; must have two years of supervisory experience OR any equivalent combination of education, training and experience which demonstrates the ability to perform the duties of the position.